

POLISH STUDENT INTERNSHIP PROGRAM

Intern Vacancy Announcement: PSIP/I/PAS-PROT

Open to: Eligible Polish Students
Position: Student Intern in the Public Affairs Section/Protocol Section
Opening Date: January 10, 2014
Closing Date: January 24, 2014
Work Hours: 4 – 8 hours per day (flexible schedule)
Days per week: 3-5 days (flexible schedule)
Duration: 4 months (with possible extension), starting in February 2014

Note: All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking an individual for the position of Student Intern in the Cultural Affairs Office and Protocol Section of the Embassy.

Major Duties or Projects:

- Assistance with reporting on Public Affairs Section's cultural and press programs and events, attending Embassy events and preparing highlights on them;
- Outreach to students, research on various topics, assistance with the graphic design of posters and leaflets;
- Providing logistic assistance for embassy events
- Support for Protocol Office to include arranging and implementing the Protocol Section's representational events, issuing invitations, calling invitees, updating contact databases.

Scope of work and related duties:

- Duties will also include: keeping track of the PAS events calendar, ambassador's receptions coordination, help with general embassy correspondence (drafting replies), internal mail coordination, providing assistance to PAS programs

Qualifications Required:

- The preferred candidate would be a student of American Studies, international relations, political science or journalism in the 2nd – 4th year of study
- Good knowledge of world affairs
- Record of activity at university clubs, student organizations, non-governmental organizations or volunteering activities

SKILLS

- Good interpersonal skills
- Good writing and interpreting skills
- Computer literacy/familiarity with computer applications
- Familiarity with social media (Facebook, Twitter, etc.)

ABILITIES

- The best applicant will be able to suggest fresh ideas for programs and outreach to students

Language requirements:

- Fluent English and Polish (speaking, reading and writing)

Information and application materials are available at

http://poland.usembassy.gov/poland/internship_info.html
<http://photos.state.gov/libraries/poland/123049/pdfs/applicationstudent.pdf>

Interested applicants for this position should send back the completed **Application for Polish Student Intern Program and Statement of Interest** together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:

1. email :PSIPWarsaw@state.gov
2. mail or hand delivery to:

U.S. Embassy
Human Resources Office
ul. Piękna 14a
00-540 Warszawa
Attn. Polish Student Internship Program

Equal Opportunity Employer